

**Kitsap Public Health District
Consent Agenda
October 3, 2023**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2221 Amendment 1 (2364)	KC-581-21-B	Kitsap County Prosecuting Attorney <i>Legal Services</i>	Amendment	01/01/2022- 12/31/2024	\$0	\$172/hr
Description: This amendment extends the term of the contract through December 31, 2024, and updates the hourly rate sheet for calendar year 2024.						
2363	NA	Hood Canal Coordinating Counsel <i>Hood Canal Regional PIC</i>	Amendment	10/03/2023- 11/30/2023	\$6,569	\$0
Description: Agreement to extend contract term to run through November 30, 2023, and includes \$6,569 in funding.						

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This Amendment to the Agreement for Legal Services is made and entered into between Kitsap Public Health District, at 345 6th Street, Suite 300, Bremerton, Washington 98337 (“District”), and the Office of the Kitsap County Prosecuting Attorney, 614 Division Street, MS-35A, Port Orchard, Washington 98366 (“Prosecuting Attorney”).

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Agreement for Legal Services, numbered as Kitsap County Contract No. KC-582-21, executed on January 18, 2022, and amended on December 12, 2022, shall be further amended as follows:

1. Section 4 **Compensation.** Effective January 1, 2024, the District will compensate the Prosecuting Attorney for the services performed by the Prosecuting Attorney and Deputy Prosecuting Attorney under this Agreement at the hourly rate of \$172.00, and \$99.00 per hour for paralegal services.

2. Section 6 **Duration.** The duration of this agreement shall be extended through December 31, 2024.

3. All other provisions of the Agreement, except as previously amended, remain unchanged and in full force and effect.

Dated this ___ day of _____, 2023

Dated this ___ day of _____, 2023

KITSAP PUBLIC HEALTH DISTRICT

**PROSECUTING ATTORNEY
OF KITSAP COUNTY**

KEITH GRELLNER, Executive Director

CHAD M. ENRIGHT

Dated this ___ day of _____, 2023

**BOARD OF COMMISSIONERS OF
KITSAP COUNTY**

CHARLOTTE GARRIDO, Commissioner

KATHERINE T. WALTERS, Commissioner

CHRISTINE ROLFES, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

KPHD 2221 Amendment 2 (2364)

	2024 Budget	2023 Budget	2022 Budget Current/ADJ	2021 Budget Current/ADJ	2020 Budget Current/ADJ	2019 Budget Current/2020	2019 Budget Current/2020	2018 Budget Prior/2019	\$ Delta	% Delta
Total Approved Budget - 9086 Civil Division	2,541,088.00	2,177,627.00	1,829,156.00	1,704,892.00	1,756,988.00	2,126,833.48	2,017,503.00	2,033,283.00	348,471.00	19.1%
5100:5299 - SALARIES & BENEFITS	2,398,627.00	1,984,634.00	1,657,997.00	1,558,584.00	1,610,647.00	1,952,749.48	1,843,419.00	1,733,322.00	326,637.00	19.7%
5300:5399 - SUPPLIES	8,250.00	8,250.00	8,750.00	8,750.00	8,873.00	21,370.00	21,370.00	10,473.00	(500.00)	-5.7%
5400:5499 - SERVICES	38,840.00	38,840.00	37,690.00	37,690.00	37,600.00	36,150.00	36,150.00	36,000.00	1,150.00	3.1%
5900:5999 - INTERFUND PAYMENTS	160,101.00	145,903.00	124,719.00	99,868.00	99,868.00	116,564.00	116,564.00	110,961.00	21,184.00	17.0%
6971 - TRANSFER OUT			-	-	-	-	-	142,527.00	-	#DIV/0!
Deputy Prosecutor - Billable Rate	78.06	158.77	148.81	141.80	136.91	131.88	127.95	128.69	9.96	6.7%
Total Hours	26,880.00	25,920.00	23,040.00	23,040.00	24,960.00	27,840.00	27,840.00	27,840.00	2,880.00	12.5%
Base Rate		84.01	79.39	74.00	70.39	76.39	72.47	73.03	4.62	5.8%
County Prosecutor	279,158.00	259,547.00	253,220.10	253,430.14	250,878.04	250,619.00	250,619.00	233,864.00	6,326.90	2.5%
Chief of Staff	232,006.00	227,903.00	205,521.19	202,456.20	200,855.38				22,381.81	10.9%
Manager Prosecutor Admin	151,052.00	145,397.00	124,250.44	120,988.65	118,863.00	122,865.00	122,865.00	135,016.00	21,146.56	17.0%
County Prosecutor	29.08	27.04	26.48	26.40	26.13	32.63	32.63	30.45	0.66	2.5%
Chief of Staff	24.17	23.74	21.41	21.09	20.92				2.33	10.9%
Manager Prosecutor Admin	15.73	15.15	12.94	12.60	12.38	16.00	16.00	17.58	2.20	17.0%
Civil Division Share of Indirect Cost Allocation	75,977.00	64,846.00	69,416.99	65,990.40	54,504.67	54,504.67	54,504.67	66,502.00	(4,570.99)	-6.6%
	2.83	2.50	3.01	2.86	2.18	1.96	1.96	2.39	(0.51)	-17.0%
Total Utilities & Janitorial	11,996.00	12,162.00	10,911.84	9,312.43	9,397.55	9,397.55	9,397.55	10,044.00	1,250.16	11.5%
	6.25	6.33	5.68	4.85	4.89	4.89	4.89	5.23	0.65	11.5%
Paralegal - Billable Rate	99.36	95.63	90.53	89.68	88.45	83.36	83.36	82.45	5.09	5.6%
Total Hours	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	-	0.0%
Gross Cost "Paralegal" Cost - includes Salary + Benefits	54,156.50	52,729.00	52,190.83	53,528.00	53,528.00	53,528.00	53,528.00	51,454.50	538.18	1.0%
Base Rate	28.21	27.46	27.18	27.88	27.88	27.88	27.88	26.80	0.28	1.0%
Prosecutor	26.17	24.33	23.74	23.76	23.52	32.63	32.63	30.45	0.59	2.5%
Chief of Staff	21.75	21.37	19.27	18.98	18.83				2.10	10.9%
Manager Prosecutor Admin	14.16	13.63	11.65	11.34	11.14	16.00	16.00	17.58	1.98	17.0%
Civil Division Share of Indirect Cost Allocation	2.83	2.50	3.01	2.86	2.18	1.96	1.96	2.39	(0.51)	-17.0%
Total Utilities & Janitorial	6.25	6.33	5.68	4.85	4.89	4.89	4.89	5.23	0.65	11.5%
Investigator - Billable Rate	109.78	106.05	99.40	98.26	97.18	110.93	110.93	109.92	6.65	6.7%
Total Hours	1,920.00	1,920.00	3,840.00	3,840.00	5,760.00	5,760.00	5,760.00	5,760.00	(1,920.00)	-50.0%
Gross Cost "Investigator" Cost - includes Salary + Benefi	115,910.00	113,762.00	212,412.22	212,914.00	319,352.00	319,352.00	319,352.00	312,610.00	(98,650.22)	-46.4%
Base Rate	60.37	59.25	55.32	55.45	55.44	55.44	55.44	54.27	3.94	7.1%
Prosecutor	26.17	24.33	23.74	23.76	23.52	32.63	32.63	30.45	0.59	2.5%
Chief of Staff	21.75	21.37	19.27	18.98	18.83				2.10	10.9%
Manager Prosecutor Admin	14.16	13.63	11.65	11.34	11.14	16.00	16.00	17.58	1.98	17.0%
Civil Division Share of Indirect Cost Allocation	2.83	2.50	3.01	2.86	2.18	1.96	1.96	2.39	(0.51)	-17.0%
Total Utilities & Janitorial	6.25	6.33	5.68	4.85	4.89	4.89	4.89	5.23	0.65	11.5%
Legal Assistant - Bilable Rate	51.85	49.21	45.44	44.28	43.21					
Total Hours	1920	1920	1,920.00	1,920.00	1,920.00					
Gross Cost "Paralegal" Cost - includes Salary + Benefits	4,685.00	4,620.05	2,609.54	2,818.30	2,818.30					
Base Rate	2.44	2.41	1.36	1.47	1.47					
Prosecutor	26.17	24.33	23.74	23.76	23.52					
Chief of Staff	21.75	21.37	19.27	18.98	18.83					
Manager Prosecutor Admin	14.16	13.63	11.65	11.34	11.14					
Civil Division Share of Indirect Cost Allocation	2.83	2.50	3.01	2.86	2.18					
Total Utilities & Janitorial	6.25	6.33	5.68	4.85	4.89					



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

17791 Fjord Drive NE, Suite 118, Poulsbo, WA 98370

PROFESSIONAL SERVICES CONTRACT AGREEMENT BETWEEN HOOD CANAL COORDINATING COUNCIL AND KITSAP PUBLIC HEALTH DISTRICT

THIS AGREEMENT is a subaward and is between Hood Canal Coordinating Council (HCCC), located at 17791 Fjord Drive, NE, Suite 118, Poulsbo, WA 98370, and Kitsap Public Health District (Consultant), with an address of 345 6th Street, Suite 300, Bremerton, WA 98337-1866, and is made effective as of the date signed below by HCCC. HCCC and Consultant are also referred to as the “Parties” and each as a “Party.”

The Parties to this Agreement agree as follows:

- 1) **DEFINITIONS.** For purposes of this Agreement, the term:
 - a) “Hood Canal Coordinating Council” means Hood Canal Coordinating Council, also referred to as HCCC, a Washington Corporation, and its members, directors, officers, employees, and agents;
 - b) “Consultant” means the Consultant and its directors, officers, employees, agents, and subcontractors; and
 - c) “Contract Representative” means the person designated below and incorporated by reference, to serve as representative of HCCC and the Consultant for purposes of administration of this Agreement.
- 2) **SERVICES TO BE PERFORMED AND DELIVERABLES.** The Consultant agrees to provide services to HCCC, in accordance with applicable professional standards, as described in Exhibit A and the Funding Source Programmatic Conditions (if any), as described in Exhibit A. No work shall commence under this Agreement until it is fully executed by both Parties.
- 3) **COMPENSATION.**
 - a) Except as provided herein, HCCC agrees to pay Consultant on a monthly basis following receipt of an invoice documenting services rendered and costs incurred, in a manner and amount stipulated in Exhibit A.
 - b) Consultant shall submit the final invoice, or any claims for payments not already made, no later than 30 days from the expiration or termination of the agreement, or as otherwise stated in Exhibit A.
 - i) HCCC may, at its sole discretion, retain up to 10 percent of the amount otherwise due and owing under each invoice until Consultant completes all work described in

Exhibit A, or otherwise authorized by HCCC. HCCC shall notify Consultant of the amount retained and deposit the retained amount in an interest-bearing account. HCCC shall release the amount retained, together with earned interest, not later than 30 days after receipt of a final invoice and acceptance of HCCC of all work authorized.

- ii) HCCC may, at its sole discretion, retain an amount otherwise due and owing under each invoice until Consultant provides HCCC with evidence that the Consultant has paid industrial insurance premiums for its employees and/or is in compliance with state industrial insurance requirements.

c) **Allowable Costs.**

- i) **Travel Expenses.** HCCC agrees to reimburse Consultant up to the amount stipulated in Exhibit A for travel expenses (including per diem) from Consultant's home or principal place of business to meeting sites. HCCC shall reimburse Consultant for travel expenses in accordance with federal travel regulations. Payment for expenses over the category amount will not be honored without prior approval of HCCC's Contract Representative. International travel requires advance pre-approval.
- ii) **Other Expenses.** HCCC agrees to reimburse Consultant for miscellaneous expenses specified in Exhibit A, provided those costs are allowable under the Federal Cost Principles set forth in the OMB Uniform Guidance, 2 CFR Part 200. Any request over the category amount will not be honored without prior approval by HCCC's Contract Representative.

d) **Unallowable Costs.**

- i) Management fees or similar charges in excess of the direct costs are not allowable.
- ii) If Consultant expends more than the amount of its approved budget in anticipation of receiving additional funds, it does so at its own risk. HCCC is not legally obligated to reimburse Consultant for costs incurred in excess of the approved budget.

- e) **Invoice.** Consultant's invoice shall indicate dates of service, a description of work performed, and time spent on that date in providing service under this Agreement. The invoice shall include travel claims for travel expenses incurred by Consultant in connection with performance under this Agreement. The invoice shall provide a progress report describing all activities accomplished for the period being invoiced.

- i) Invoices should be sent to the Accountant at the HCCC address listed below via U.S. Postal Service or email (not both).
- ii) Invoices must be submitted by a representative of the Consultant who has the Consultant's full authority to render such reports and requests for payment and certify to the following at time of submission:
By signing this payment request, I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the

terms and conditions of the Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 18 USC 1001 and 31 USC 3729-3730 and 3801-3812.

- 4) **TERM.** The term of this Agreement commences on the effective date, the date the agreement is signed by the HCCC Executive Director below, and continues until **November 30, 2023** as stipulated in Exhibit A, or until terminated by the Parties. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, HCCC may terminate the contract under the “Term” clause without a notice requirement.
- 5) **SUBCONTRACTING.** Consultant may not subcontract without prior written approval by the HCCC. Additionally, the Consultant is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this contract are carried forward to any subcontracts.
- 6) **TRAINING.** Consultant acknowledges that no training will be provided to Consultant under this Agreement. Consultant warrants and represents that its personnel are fully trained to perform services required under this Agreement and that additional training provided by HCCC will be unnecessary.
- 7) **BUSINESS LICENSES AND TAXES.**
 - a) Consultant shall, at its own expense, secure and maintain in full force and effect during the term of this Agreement all required licenses, permits, and similar legal authorization, and comply with all applicable Federal, State and local regulations.
 - b) Consultant shall be responsible for payment of taxes, insurance and other obligations relating to its performance of services under this Agreement. Consultant shall provide HCCC with verification of its:
 - i) Unified business identifier number from the State of Washington and that its business license is in good standing;
 - ii) Washington State Department of Revenue account and that the account is in good standing;
 - iii) Washington State Labor and Industries account and that the account is in good standing or that the Consultant is exempt from the state’s industrial insurance requirements;
 - iv) Data Universal Numbering System (DUNS) number; and
 - v) Central Contractor Registry (CCR) through SAM.gov.
 - c) All other necessary licenses and permits to perform the work specified in Exhibit B.
- 8) **INDEPENDENT CONSULTANT STATUS.**
 - a) Consultant shall act as an independent Consultant, and in no way shall be considered an employee of HCCC. Consultant is not required to report to HCCC’s offices at any specific

time, except as requested for occasional consultations. HCCC does not have the right to assign any additional projects to Consultant. Consultant shall choose the time and manner for performing each part of the services described in Exhibit A according to its own routines and schedules, independent from HCCC's normal business operations.

- b) Consultant acknowledges that Consultant will not qualify for benefits which may be available if classified as an employee. In the event that the Internal Revenue Service (IRS) successfully asserts that Consultant is not or was not an independent Consultant for any period during the term of this Agreement and reclassifies Consultant as an employee, Consultant agrees to complete, sign and deliver IRS Form 4669 (Employee Wage Statement) to HCCC for any tax period affected. HCCC shall then file the Form 4669 with the IRS (along with IRS Form 4670 "Request for Relief From Payment of Income Tax Withholding") to offset against HCCC's withholding obligation.
 - c) Consultant acknowledges that it will be liable to HCCC for any industrial insurance premiums or any other premiums or fees that HCCC is required to pay on its behalf under RCW 51.12.070, or any other applicable statute, regulation or ordinance, to the State of Washington or local jurisdiction.
- 9) **NON-EXCLUSIVE CONTRACT.** This Agreement is non-exclusive. Consultant reserves the right to perform services for others during the term of the Agreement.
- 10) **MATERIALS AND EQUIPMENT.** Consultant shall provide all materials and equipment necessary to perform its obligations under this Agreement: Provided, however, that Consultant may use office equipment located in the offices of HCCC, as available, and provided however, that if "Other Expenses" have been awarded as part of this agreement, HCCC may purchase said supplies and services on behalf of the Consultant as part of this Agreement. Materials and equipment includes but is not limited to, appropriate safety plans and providing personal protective equipment to employees to address continued performance under the contract where such continued performance can be done in compliance with Federal, State or County Emergency Orders despite the presence of such causes. Any materials and equipment will be indicated in Exhibit A - Scope of Services.
- 11) **INDEMNIFICATION.**
- a) To the fullest extent permitted by law, Consultant hereby indemnifies and holds HCCC harmless from any and all loss, damage, suits, liability, claims, demands or costs, whatsoever, whether arising at law or in equity, or sounding in tort, contract or other causes of action arising from any claim or liability resulting from Consultant's performance of services described in Exhibit A under this Agreement, except to the extent caused by the negligence of HCCC.
 - b) Consultant hereby indemnifies and holds HCCC harmless from any additional taxes, interest and penalties due from Consultant or HCCC resulting from reclassification in the event the IRS or any state or local taxing authority successfully asserts that Consultant is not or was not an independent Consultant for any period during the term of this Agreement and reclassifies Consultant as an employee.

12) **INSURANCE.** Consultant shall provide HCCC with a certificate of insurance for each insurance provision required in this section. The certificate of insurance shall be effective during the duration of this agreement. HCCC may require that the certificate of insurance name HCCC as an additional insured party. Consultant shall also require all of its subcontractors to maintain the same type and level of insurance as required in this section and provide certificates of insurance to HCCC as required in this section. Consultant shall, at its own expense, acquire and maintain the following insurance throughout the term of the Agreement:

- a) Commercial Automobile Liability Insurance covering all owned, non-owned and hired automobiles, trucks and trailers. Such insured shall provide the Standard Comprehensive Automobile Liability policy in limits not less than \$1,000,000 Combined Single Limit;
- b) Commercial General Liability Coverage Insurance, with not less than the following limits: \$1,000,000 for each occurrence limit, \$1,000,000 for personal injury limit, \$2,000,000 general aggregate limit;
- c) Professional Liability Insurance in an amount not less than \$1,000,000 per claim and in the aggregate; and
- d) Workers' Compensation and Employer Defense Insurance as required by statute and employer liability coverage, with not less than the following limits: \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease and \$1,000,000 policy limit for bodily injury by disease.
- e) Notwithstanding the forgoing, Contractor maintains a system for self-insurance that meets the requirements of this section 12.

13) **CONFIDENTIALITY.** Information produced or made available to the Consultant shall not be disclosed to others or used for any other purpose, except as required under this contract or by law, without prior written approval by HCCC.

14) **OWNERSHIP OF PRODUCTS PRODUCED UNDER THIS CONTRACT.** All data and products developed under this contract, excluding copyrighted material used with permission, or other public data that cannot be copyrighted, shall become the sole property of HCCC and its assigns. Permission for its subsequent use must be obtained from HCCC prior to that use. Any alteration of the data by HCCC for purposes other than those intended by this Agreement shall be at HCCC's sole risk and without legal liability upon the Consultant.

15) **PUBLICITY AND ACKNOWLEDGEMENT OF SUPPORT.**

- a) Consultant gives HCCC the right and authority to publicize HCCC's financial support for this Agreement and the Project in press releases, publications and other public communications. Consultant agrees to: (i) give appropriate credit to HCCC and any Funding Sources identified in this Agreement for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this Agreement or any of the project deliverables associated with this Agreement, subject to any terms and conditions below;

and (ii) include the disclaimer provided for in (b). Consultant must obtain prior HCCC approval for the use relating to this Agreement of the HCCC logo or the logo of any Funding Source.

b) **Disclaimers.** Payments made under this Agreement do not by direct reference or implication convey HCCC's endorsement nor the endorsement by any other entity that provides funds through this Agreement, including the U.S. Government, as applicable, for the Project. All information submitted for publication or other public releases of information regarding this Agreement shall carry the following disclaimer:

i) For Projects funded in whole or part with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the Hood Canal Coordinating Council and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government, or the Hood Canal Coordinating Council or its funding sources."

ii) For Projects not funded with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions of the Hood Canal Coordinating Council or its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the Hood Canal Coordinating Council or its funding sources."

16) **INSPECTION AND RETENTION OF RECORDS.** The Consultant shall make all applicable financial records, supporting documents, and all other pertinent records related to this Project available to HCCC, the State of Washington, the U.S. Government, or any of their duly authorized representatives for inspection. Records shall be retained until the Term date of this Agreement and then submitted to the Project Manager for retention until required by law.

17) **NONDISCRIMINATION.** By signing this Agreement, the Consultant certifies that it is an Equal Opportunity Employer and in compliance with all state and federal nondiscrimination requirements. The Consultant agrees to continue to be in compliance with all state and federal nondiscrimination requirements. Consultant agrees to comply fully with applicable civil rights statutes and regulations, including Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American Disabilities Act.

18) **COMPLIANCE WITH COPELAND "ANTI-KICKBACK" ACT.** Consultant is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled and remain in compliance with 18 U.S.C. 874 and 40 U.S.C. 276c.

19) **PREVAILING WAGE.** The Consultant agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this contract when required by state law to do so, and to comply with provisions of the Davis-Bacon Act (40 USC 3141–3148), Contract Work Hours and Safety Standards Act (40 USC 3701-3708),

other federal laws and Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries.

- 20) **APPLICABLE LAW.** This Agreement shall be construed and enforced under the laws of the State of Washington, irrespective of the fact that any one of the Parties is now or may become a resident of another state. Venue for any action under this Agreement shall lie in Kitsap County, Washington.
- 21) **MODIFICATION.** This Agreement may not be waived, discharged or modified in any manner other than by written agreement of the Parties.
- 22) **SEVERABILITY.** No provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision or provisions of this Agreement be unenforceable for any reason, the party finding itself unable to enforce said provision(s) may, at its sole discretion, declare this entire Agreement to be null and void.
- 23) **FORCE MAJEURE.** Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Party. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation. Notice of a Party's failure or delay in performance due to force majeure must be given to the unaffected Party promptly thereafter but no later than five (5) days after its occurrence which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Agreement that have been affected by force majeure shall be tolled for the duration of such force majeure. In no event shall any Party be required to prevent or settle any labor disturbance or dispute. Notwithstanding the foregoing, should the event(s) of force majeure suffered by a Party extend beyond a six-month period, the other Party may then terminate this Agreement by written notice to the non-performing Party, with the consequences of such termination as if this Agreement had expired (and was not terminated) in accordance with other provisions herein.
- 24) **TERMINATION.** Either party may terminate this Agreement with 30 days written notification to the other party. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the

opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other. HCCC shall have the right to terminate this Agreement in whole or in part at any time, if the Funding Source issues an early termination under the funding agreement(s) covering all or part of the Project at issue hereunder.

- 25) **WAIVER.** If either party fails to exercise its rights under this Agreement, it shall not be precluded from subsequent exercise of its rights. A failure to exercise rights shall not constitute a waiver of any other rights under this Agreement, unless stated in a letter signed by authorized representative of the party and attached to the original agreement.
- 26) **COSTS AND ATTORNEYS FEES.** If either party brings any action against the other for relief, declaratory or otherwise, arising out of this Agreement, the prevailing party shall recover against the other party all costs and reasonable attorneys' fees, including costs and reasonable attorneys' fees incurred to enforce any judgment rendered pursuant to this Agreement.
- 27) **CERTIFICATIONS AND ASSURANCES RELATING TO FEDERAL FUNDS (if applicable).** If the Funding Source, including any secondary funding source, is paid with federal funds, the Consultant must comply with the following.
- a) **Uniform Guidance.** Consultant must comply with the Uniform Guidance (2 CFR Part 200) to the extent applicable to Consultant as a non-Federal entity receiving a federal award. With respect to cost principles: Non-Profit Organizations, Institution of Higher Education, State, Local or Tribal Government, must comply with the Cost Principles of the Uniform Guidance, 2 CFR Part 200; and Commercial (for-profit) organizations must comply with Title 48 Chapter 1 Subchapter E Part 31. No funds provided pursuant to this Agreement may be used to support any activities not authorized under this Agreement or allowable under the Federal Cost Principles set forth in the OMB Uniform Guidance.
 - b) **Audit Requirements.** Consultant may be required to comply with the Federal Audit Requirements found in 2 CFR 200.500 (formerly OMB Circular A-133).
 - c) **Lobbying and Litigation (2 CFR 200.450).**
 - i) No funds under the Agreement may be used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law.
 - ii) **New Restrictions on Lobbying.** In any subcontract over \$100,000, Consultant shall require that subcontractors submit certification and disclosure forms in accordance with the Byrd Anti-Lobbying Amendment, 31 USC 1352. Any consultant who makes a prohibited expenditure or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
 - d) **Debarment and Suspensions.** Unless Consultant has submitted a written justification fourteen (14) days prior to execution of this Contract, stating the reason that this term does not apply, which has been expressly accepted and approved by HCCC prior to

execution, by signing this Agreement, Consultant warrants and represents its initial and continued compliance that it is not listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension." The Consultant further provides that it shall not enter into any subaward, contract or other Contract using funds provided by HCCC with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at SAM.gov.

- e) **Drug-Free Workplace Certification.** Consultant shall make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in CFR Part 1536 Subpart B. Consultant shall identify all known workplaces under this Agreement, and keep this information on file during the performance of the Agreement. Consultants who are individuals must comply with the drug-free provisions set forth in 2 CFR Part 1536 Subpart C. The consequences for violating this condition are detailed under 2 CFR Part 1536 Subpart E.
- f) **Trafficking in Persons.** You as the sub-recipient, your employees, sub-awardees under this award, and sub-awardees' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under this Award and must inform HCCC immediately of any information you receive for any source alleging a violation of this prohibition during the term of the agreement.
- g) **Reducing Text Messaging while Driving, Executive Order 13513.** Consultant is encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order.
- h) **Disadvantaged Business Enterprise.** Consultant agrees to good faith efforts whenever procuring construction, equipment, services and supplies in compliance with the requirements of EPA's Program of Utilization of Small, Minority and Women's Business Enterprise (MBE/WBE). 40 CFR 33. Consultant must receive permission from HCCC to sub-contract with another entity.
- i) **Additional Responsibility Matters.** By signing this Agreement, Consultant warrants and represents that it is not subject to the below circumstance.
 - i) Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

j) **Certification and Representation.** Consultant must submit those certifications and representations required by Federal statutes, or regulations to HCCC on an annual basis. Submission may be required more frequently if the Consultant entity fails to meet a requirement of a Federal award.

28) **COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Agreement may be executed in counterparts, after execution by all Parties hereto, shall together constitute the Agreement. The parties acknowledge that a signature in electronic form has the same legal effect and validity as a handwritten signature.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the day and year below.

Hood Canal Coordinating Council

For Kitsap Public Health District

Scott Brewer, Executive Director

Print Name: _____

Title: _____

This Agreement is made effective as of the _____ day of _____, 2023.

EXHIBIT A
Independent Consultant Scope of Services

Hood Canal Regional Pollution Identification and Correction Program – Phase 4

CONSULTANT: KITSAP PUBLIC HEALTH DISTRICT

Description of Services

Kitsap Public Health District (KPHD) will provide services to support the implementation of the Hood Canal Regional Pollution Identification and Correction (HCRPIC) Program’s Phase 4, as described below.

This Agreement may require modification based on circumstances beyond the control of HCCC and KPHD. PIC projects rely on field work (parcel surveys and investigations) to identify On-Site Sewage Systems (OSS) failures. The field work portion of this project is subject to the uncertainty of potential COVID-19 constraints. HCCC will monitor the safety restrictions and orders for implications on this Scope of Work and may need to amend or terminate this contract as directed by the Governor and State Department of Health.

During the course of this project, coordinators will work closely with field partners and follow Washington state guidance to determine how and when PIC field work can be safely conducted. The Parties recognize that field work timelines will need to be extremely flexible due to potential public safety limitations and available staff resources.

The following project information is excerpted from HCCC’s base agreement scope of work with WA State Department of Health:

Contract number: CBO24134

Subrecipient Organization: Hood Canal Coordinating Council

Subrecipient Contact: Haley Harguth, Watershed Program Manager, hharguth@hccc.wa.gov, 360.328.4625; Scott Brewer, Executive Director, sbrewer@hccc.wa.gov, 360.531.0575

UEI: SU99NKLLC1A3 (formerly DUNS 62-0533930)

CPAR Info: Statewide Vendor # 0011386-00, UBI 602-080-310, Federal Tax ID 91-2085994

DOH Contract Manager: Megan Schell megan.schell@doh.wa.gov 360.236.3307

Federally Approved Indirect Rate: 10% (de minimis)

Period of Performance: DOE – Nov 30, 2023.

NOTE: EPA stretch goals are to spend awarded funds within 2 years

Project Description: This project funds pollution identification and correction activities to protect and improve Hood Canal water quality to safeguard public and ecosystem health and keep shellfish growing areas and recreational beaches open by preventing bacterial pollution flowing into surface waters. The Hood Canal Regional Pollution

Identification and Correction Program brings together local health jurisdictions and tribal partners across the Hood Canal region to coordinate water quality protection actions. This unique regional structure enables cross-jurisdictional sharing of resources and expertise to solve water quality challenges threatening Hood Canal's community and ecosystem health.

Not to exceed: **\$333,064**

Near Term Action ID: 2018-0639

OVERVIEW

The Hood Canal Regional Pollution Identification and Correction Program (HCRPIC) core partners will work collaboratively to implement prioritized Pollution Identification and Correction (PIC) work throughout Hood Canal to help reduce bacterial pollution and increase harvestable shellfish acres. HCRPIC core members include Jefferson, Kitsap, and Mason Counties, the Port Gamble S'Klallam and Skokomish Tribes; other partners include the county conservation districts, Hood Canal Salmon Enhancement Group, and WSU Extension.

There are eighteen shellfish growing areas in the Hood Canal Action Area. As of 2019, the Hood Canal Action Area had 29,766 acres of approved growing areas, 1,515 acres with conditional approval, and about 3,144 acres of prohibited or restricted growing area. Washington State Department of Health (DOH) has identified several emergency closure zones, threatened areas, and areas of concern based on marine water quality data. There are close to 30,000 onsite sewage systems (OSS) in the project area, many in close proximity to waterbodies and approximately one third of the systems are over 30 years old. PIC programs have been essential to maintain and improve water quality and will continue to be vital for the health of Hood Canal and its communities.

The project will primarily address fecal pollution and associated pathogens. As fecal pollution sources are corrected, less nutrients and organic materials, associated with human and animal waste, will enter Hood Canal. That will result in less oxygen demand to break down algae blooms resulting from excess nutrients and the organic materials in waste. Hood Canal Regional PIC Program implementation will identify and correct pathogen sources. The resulting water quality improvements will help achieve the Puget Sound Partnership's Vital Sign recovery target to increase harvestable shellfish acreage.

Phase 1 of the HCRPIC program developed a coordinated PIC monitoring plan with the goal to upgrade shellfish harvest areas and prevent future downgrades in Hood Canal priority areas. In the Phase 2 and 3 implementation phases, priority shoreline areas were determined by HCRPIC members using current water quality monitoring information to identify the most important shoreline areas to survey. The prioritization of shoreline areas will be updated annually as new data emerges. Phase 3 ended in August 2019, collectively resulting in 66 shoreline miles monitored, 380 site inspections completed, 55 OSS failures identified, with 28 OSS repairs completed and the rest in progress. The incomplete OSS repairs will continue to be tracked in Phase 4. Phase 4

builds off of previous implementation phases but with a reduced scope of work due to funding limitations. HCRPIC Program - Phase 4 components include: shoreline surveys in priority Hood Canal shoreline areas, pollution hotspot investigation and correction, updated GIS mapping of OSS in Hood Canal, outreach and education to Hood Canal OSS property owners and decision makers, OSS maintenance rebates, ambient stream water quality monitoring, and regional inter-jurisdictional coordination.

The Phase 4 work plan will be developed in consultation with DOH and will include:

- Remaining Phase 3 priority hotspots and work areas including Hoodsport, Union, Big Bend, Alderbrook, and Annas Bay, and
- Other areas with urgent public health or emerging water quality concerns.

GOALS & MEASURABLE OBJECTIVES

Description (e.g., “shellfish beds reopened”)	Units (e.g. “acres”)	Targets (“number”)
Upgrade 50 acres from prohibited to approved in Hoodsport area of Hood Canal 6	Acres	50
Reopen all closed parcels due to elevated bacteria in drainages or due to failing onsite septic systems	Parcels	20
Number of hotspots identified in Mason County	Hotspots	Unknown (will be reported quarterly)
Number of site inspections completed in Mason County	Site Inspections	75
Number of OSS failures identified in Mason County	OSS Failures	5
Number of OSS failures corrected in Mason County	OSS Corrections	5
Area of shoreline surveys conducted in priority areas	Miles	3
Number of ambient freshwater samples collected	Samples	100

KPHD’S HCRPIC PHASE 4 TASKS

The following are the tasks, deliverables, and deadlines associated with this subaward. Task numbering aligns with the task numbers in HCCC’s base grant with DOH.

TASK 3. HOOD CANAL REGIONAL POLLUTION IDENTIFICATION AND CORRECTION PROGRAM PHASE 4 IMPLEMENTATION

3.1 HCRPIC PROGRAM COORDINATION:

Support HCRPIC Program coordination, providing technical expertise and advice as needed.

This task includes: collaboration with program partners to reinforce shared protocols and clarify work flows, prepare the Phase 4 Workplan and track progress, preparation of invoices and progress reports for project coordinators, coordination of County staff working toward Phase 4 objectives, coordination with landowners within the project area, upkeep and quality assurance of program data, data reporting, and contributions to program deliverables, including quarterly and final reports, sustainable funding efforts, and outreach materials.

Project Coordination: Coordinate implementation of HCRPIC in your jurisdiction following HCRPIC protocols described in the HCRPIC Guidance Document and the project QAPP. Monitor spending and progress toward deliverables.

Submit monthly invoices and progress reports (using HCRPIC Program templates) **by the 15th of the following month**. Communicate any concerns to HCRPIC Coordinator that progress is not on track.

Invoices will be reimbursed upon satisfactory progress and reporting on the deliverables within each payment period.

- Send invoices via e-mail to HCCC accountant, Terry Fischer (tfischer@hccc.wa.gov)
- Send progress reports via email to Haley Harguth (hharguth@hccc.wa.gov)

HCRPIC Ph. 4 Workplan: HCRPIC partners will work collaboratively to develop the HCRPIC Phase 4 Workplan, which will establish priority areas for shoreline and ambient freshwater stream monitoring and property surveys, targeting areas of known pollution hotspots, or facing shellfish growing area downgrades. The Phase 4 Workplan will be informed by data from the HCRPIC Program Phase 3 results and GIS analysis, current water quality information gathered from county health jurisdictions and tribes, and monitoring data and recommendations from Washington State Department of Health technical staff. It will outline tasks to build upon supporting work conducted in Phase 3. The Phase 4 Workplan will outline any changes to HCRPIC Program procedures for data collection, PIC hotspot investigations, and reporting, including the enforcement process and timeline, and protocol for communication of public health risks. *Field work activities cannot begin until the HCRPIC Phase 4 Workplan is completed and the QAPP is approved.*

Data Collection & Reporting: Submit field work data to project coordinators every quarter using the HCRPIC cumulative data report template. Data reported to the HCRPIC Program should include all PIC field work performed in Hood Canal funded by the HCRPIC Program grant, as well as other funding sources, in order to provide a comprehensive report of all Hood Canal PIC efforts across jurisdictions. Data is expected to be thoroughly reviewed by the submitter for quality assurance and quality control and entered into Kitsap Health's cloud-based water

quality database, prior to it being submitted. Final Cumulative Data Reports will be submitted to project coordinators after field work is completed to prepare for analysis, mapping, and EPA WQX data entry. All data collected that is paid by this grant must be shared with state and federal agencies upon request.

HCRPIC Guidance Group Meetings: HCRPIC partners will share information and ideas, make collaborative decisions, and help guide HCRPIC Program's direction. The Guidance Group provides oversight, guidance, shared learning, and structure for consistent procedures across the PIC program. Guidance Group meetings with project partners will be held quarterly or as needed to advance collaborative work in the PIC project area. At Guidance Group meetings, partners will:

- Report on Ph 4 Workplan implementation, including current progress updates including: progress on priority hotspot and water quality investigations, surveys completed, FC sources identified, progress of FC source correction, success stories, lessons learned, requests for advice and assistance, next steps, upcoming events, etc.
- Present hotspots for consideration of elimination following hotspot closure protocol described in HCRPIC Guidance Document. This information will be included in the HCRPIC Ph. 4 final report.
- Provide updates on sustainable funding efforts.

Strategic Planning/Sustainable Funding: Strategic planning efforts will be conducted to develop and implement a plan to enhance the HCRPIC Program's efforts to reduce bacterial contamination in the shellfish growing areas of Jefferson, Kitsap, and Mason Counties. HCRPIC partners will work with program coordinators to develop a strategic plan, which addresses the key elements in the Pollution Identification and Correction Program Draft Protocols Recommendations provided by the Departments of Health and Ecology. The Guidance Group will determine objectives and scope of activities, which may include hiring an outreach consultant to support the development of a sustainable funding outreach campaign, outreach products, and presentations to decision-makers on water quality protection, program successes and sustainable funding. HCRPIC partners will provide updates of sustainable funding efforts at Guidance Group meetings.

Training/Workshops: Assist project coordinators in preparing and leading HCRPIC Field Training Workshop. The HCRPIC members will participate in a field training and data reporting workshop addressing HCRPIC protocols and procedures. The workshop will be held in the first quarter after contract agreements are in place. Local Health Jurisdiction Project coordinator and at least one field staff participating in HCRPIC Program field activities must attend the training.

Project partners may participate in DOH-sponsored PIC workshops and other trainings/events (subject to grant coordinator approval), as funds allow. Maximum of two events per sub-recipient, or two people may attend a single event.

3.3 ONSITE SEPTIC SYSTEM MAINTENANCE REBATES

Homeowner rebates for onsite septic system maintenance will be provided to priority parcels by local health jurisdictions. These rebates were very successful in Phases 2 and 3 to incentivize

homeowners to properly operate and maintain their septic systems. In Phase 4, HCRPIC partners will offer rebate vouchers up to \$500 per OSS, to reimburse costs for OSS inspections and pumping, and small tank repairs.

Rebate notices will be distributed to residences using a consistent format across jurisdictions. The criteria for rebate recipients will be determined by the Guidance Group and approved by DOH. In past phases, criteria were set to include homeowners who had not previously received a voucher, located in priority areas, or had missing or overdue maintenance records.

Local Health Jurisdictions will track and analyze data summarizing rebate recipients and services reimbursed to evaluate the effectiveness of the rebate program as a behavior change tool and inform future phases.

DELIVERABLES

Task	Deliverable Description	Due Date
3.1	Program Coordination Describe coordination activities in monthly progress reports. Report on workplan implementation progress at quarterly Guidance Group meetings. Submit PIC field work data quarterly using HCRPIC Cumulative Data Report spreadsheet	Ongoing, Monthly At quarterly Guidance Group meetings One week prior to Guidance Group meetings
3.3	OSS Maintenance Rebates Report number of rebates processed in monthly progress reports and in final reporting with specific selection criteria and outcomes (length of time since last inspection, tanks more than ½ full of solids, and any deficiencies identified and/or corrected)	Ongoing, complete by <u>Nov 30, 2023</u>

PROJECT BUDGET

HCRPIC Program Ph. 4 Budget – KPHD		
Task 3: HCRPIC Program Implementation		
Personnel		
Senior Environmental Health Specialist (Task 3.1 PIC Coordination)	82 hours @ \$64.40 per hour	\$4,830
Other Costs		
OSS O&M Rebates		\$0

Indirect Costs (Task 3.1)	36.00%	\$1,739
Subtotals		
Personnel Total		\$4,380
Other Costs Total	OSS Rebate Vouchers	\$0
Travel Total		
Indirect Costs	36.00%	\$1,739
Grand Total		\$6,569

Compensation: The Consultant shall be compensated under this agreement in an amount not to exceed: **\$6,569**. Hourly composite rates and indirect rates will be billed based on actual rates at the time of service. If hourly composite rates and indirect rates differ from those listed in this contract, then the consultant will send an email with their invoice to the HCCC Accountant documenting these changes. The consultant will ensure that any rate changes do not result in an increase that exceeds the total budget. Submit monthly invoices to the Accountant by the 15th of the following month. Expenses are payable with prior authorization from HCCC project manager, and contingent upon satisfactory progress reporting toward completion of project deliverables. Consultant shall submit the final invoice, or any claims for payments not already made, no later than 30 days from the expiration or termination of the agreement.

Progress Reporting: Consultant will submit progress reports each month by the 15th of the following month to accompany invoices. A progress report template will be provided. Submit progress reports to the project manager.

Travel: If claiming mileage Consultant will submit a mileage Report for reimbursement with invoice. Mileage and travel costs will be reimbursed at current federal rates or allowances.

Contract Duration Date: The effective date is the date the contract is signed by all parties and ends **Nov 30, 2023**.

Consultant Checklist: Consultant will complete and provide requested information on Exhibit B.

Contract Representatives:

Scott Brewer, Executive Director
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
sbrewer@hccc.wa.gov
(360) 531-0575

Haley Harguth, Watershed Program Manager
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118

Poulsbo, WA 98370-8430
hharguth@hccc.wa.gov
(360) 328-4625

Accountant:
Terry Fischer
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
tfischer@hccc.wa.gov
(360) 536-1338

Consultant Representative(s):

Keith Grellner, Administrator
Kitsap Public Health District
345 6th Street, Suite 300
keith.grellner@kitsappublichealth.org
(360) 728-2284

Project Manager:
Grant Holdcroft, Water Pollution Identification and Correction Manager
Kitsap Public Health District
345 6th Street, Suite 300
grant.holdcroft@kitsappublichealth.org
(360) 728-2228

Leslie Banigan, Senior Environmental Health Specialist
Kitsap Public Health District
345 6th Street, Suite 300
leslie.banigan@kitsappublichealth.org
(360) 728-2243

EXHIBIT B
PROFESSIONAL SERVICES CONTRACT
CONSULTANT CHECKLIST

Consultant is a Subrecipient or a Contractor (Consultant): According to GSA-CX-1.8: Subrecipient and Contractor Determination guidelines, HCCC has determined that you are a Contractor, aka Consultant.

UBI No. 601 139 034

Federal Tax ID No. 42-1689063

Provide Data Universal Numbering Systems (DUNS) Number: 169167202

Consultant Type: Local government

FEDERAL/STATE PASS-THROUGH INFORMATION

Refer also to information in Exhibit A.

Project Name: Hood Canal Shellfish Strategic Initiative, Hood Canal Regional Pollution and Identification Correction Program Phase 4

Funding Sources: Environmental Protection Agency (passed through) Washington State Department of Health

CFDA Program Title: Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program

Funding Source Award Date: Refer to Amendment #6 dated August 17, 2023

Funding Source Number (Federal Award Identification No): PC-01J180014; PC-01J180015

Catalog of Federal Domestic Assistance No. (CFDA): 66.123

Note: This award is not for R&D (research and development).

Complete Cyber Certification (if contract involves Collecting and Managing Data in federal system). N/A

Consultant is hereby provided with Exhibit A-1 WA DOH Agreement CBO24134 subrecipient Statement of Work [Programmatic Conditions](#) as applicable.

In accordance with 40 CFR 33.106 and its Appendix A, the contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor administration shall carry out application requirements of 40 CFR part 33 in the award of contract awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

If grant is over \$100,000 complete/sign restrictions on Lobbying Certification 40 CFR Part 34 (and disclosure if applicable): N/A

Certifications

Consultant DBE Program Reporting (indicate as appropriate):

Owned and Managed as Disadvantaged Business: N/A

- Women Owned Business Enterprise
- Minority Owner Business Enterprise
- Veteran Owned Business Enterprise
- Community Based Organization

If certified by Washington State's Office of Minority and Women Owned Business Enterprise (OMWBE) www.omwbe.wa.gov or Department of Veterans Affairs (DVA), enter the certification number: No active certifications.

WA Dept. of Revenue Account: UBI/Excise tax account registered.

WA Labor & Industries Account status or Exemption (if no employees): (320,175-00) Account is current; Workers' Compensation Premium Account is current.

Debarment: No debarments.

Insurance (as applicable): Renew during term of contract

- Commercial Auto Liability (if claiming mileage included in Exhibit A tasks, use HCCC Report)
- Commercial General Liability (naming HCCC as additional insured)
- Professional Liability Insurance
- Workers' Compensation and Employer Defense Insurance

Notice: The Hood Canal Coordinating Council as an equal opportunity employer will not discriminate on the basis of race, creed, color, national origin, ancestry, sex, marital status, gender, sexual orientation, age, maternity, and childbirth, honorably discharged veteran or military status, disability, genetics, HIV and/or Hepatitis C status, use of a trained guide dog or service animal by a person with a disability, or other protected class under federal, state or local law. Persons requiring reasonable accommodation or requiring any information in an alternative format may contact 360-394-0046. Inquiries about the HCCC's compliance may be directed to Scott Brewer, Executive Director.

New or Renewed Contracts for the Period of 08/01/2023 through 08/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (3 contracts)									
DOE, Washington State									
ID: 2355	Solid and Hazardous Waste, Steve Brown	Interlocal/Interagency	Closed	07/11/23	\$260,375.75	08/03/23	07/01/23	06/30/25	C2400033
<i>Description: KPHD to provide Pollution Prevention technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state as part of the Local Source Control Partnership. KPHD staff will make referrals to ECOLOGY as needed and report results.</i>									
.....									
Kitsap County									
ID: 2283	Health Promotion, Dana Bierman	Amendment	Closed	06/06/23	\$26,129.00	08/28/23	07/01/22	06/30/24	
<i>Description: The District requires the expertise of this Subrecipient to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce commercial tobacco, vapor, and marijuana use by youth in Kitsap County.</i>									
<i>Amendment 1: Extends period of performance to 6/30/2024 and adds \$26,000 in funding for a total compensation of \$52,129</i>									
.....									
The Wellspring Co									
ID: 2362	Administration, Siri Kushner	Contract for Services	Closed		\$5,500.00	08/13/23	08/10/23	12/31/23	
<i>Description: Business and Wellness Coaching, Counseling and/or Consulting for Staff, Management, Executives, Employees and/or Owner(s). One time, 4 hour training to be held October 4th, 2023.</i>									
.....									

**Kitsap Public Health Board Meeting
Date: October 3, 2023**

CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers

Approvals:

	Signature	Date
Administrator	<i>Keith Grillner</i>	9/26/2023
Finance Manager	<i>Melissa Laird</i>	9/26/2023

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	8/3/2023	\$ 62,026.13
Accounts Payable	8/10/2023	280,548.19
Accounts Payable	8/17/2023	99,884.57
Accounts Payable	8/24/2023	39,164.09
Accounts Payable	8/31/2023	257,265.57
Vital Stats Transfer	8/21/2023	29,053.00
Accounts Payable Total		\$ 767,941.55
Payroll	8/31/2023	531,666.28
Payroll Taxes	8/31/2023	204,849.38
Payroll PERS Payment	8/10/2023	122,878.09
Payroll Total		\$ 859,393.75
Grand Total		\$ 1,627,335.30

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run STL-00002438
Name Kitsap Public Health District HH
Number STL-00002438
Status Complete
Date 08/03/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 62,026.13
Inbound Total 0.00
Expense Report Count 13
Miscellaneous Payment Request Count 3
Supplier Invoice Count 17

Payment Groups
Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	08/03/2023	1	75.98	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/03/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	08/03/2023	12	1,300.48	USD	Payment Message: ID 1934 for Kitsap Public Health District on 08/03/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	08/03/2023	3	1,630.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/03/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	08/03/2023	15	36,376.87	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/03/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	08/03/2023	2	22,642.80	USD	Payment Message: ID 1935 for Kitsap Public Health District on 08/03/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006098	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0006098	07/25/2023	Mileage 0712-072023	115.94	USD
Expense Report: EXP-0006099	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0006099	07/25/2023	KPHD Logowear 2023	92.05	USD
Expense Report: EXP-0006100	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006100	07/25/2023	Mileage 0712-071823	75.98	USD
Expense Report: EXP-0006103	Kitsap Public Health District	Dayna Katula (393427)	Employee	EXP-0006103	07/25/2023	Canva Subscrips Jun-July 2023	29.98	USD
Expense Report: EXP-0006104	Kitsap Public Health District	Sarah Kinnear (434099)	Employee	EXP-0006104	07/25/2023	Mileage 0502-062023, Conf exp 0411-041323	126.90	USD
Expense Report: EXP-0006105	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006105	07/25/2023	Mileage 0717-071823	32.62	USD
Expense Report: EXP-0006107	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0006107	07/25/2023	Mileage 0710-071723	45.52	USD
Expense Report: EXP-0006108	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0006108	07/25/2023	Supplies 0719-072023	252.84	USD
Expense Report: EXP-0006158	Kitsap Public Health District	Nancy Acosta (278956)	Employee	EXP-0006158	07/28/2023	RN License renewal 2023/2024	138.00	USD
Expense Report: EXP-0006159	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0006159	07/28/2023	Mileage 0627-072623	121.04	USD
Expense Report: EXP-0006160	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0006160	07/28/2023	Mileage 0621-063023	21.62	USD
Expense Report: EXP-0006161	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0006161	07/28/2023	Mileage 0621-070623	35.11	USD
Expense Report: EXP-0006162	Kitsap Public Health District	Kaela Moontree (406607)	Employee	EXP-0006162	07/26/2023	Mileage, Training 0713-072523	288.86	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11141	Kitsap Public Health District	Jenalyn Batucan (Inactive)	MPR-11141	Check	POS Customer Refund	07/25/2023	345.00	USD
MPR-11142	Kitsap Public Health District	Seabeck Chevron (Inactive)	MPR-11142	Check	POS Customer Refund	07/25/2023	330.00	USD



View Settlement Run

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11154	Kitsap Public Health District	Avenue5 Residential, LLC (Inactive)	MPR-11154	Check	POS Customer Refund	07/28/2023	955.00	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-77923	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice # 30911312	Canon Financial Services, Inc.	Net 30	SINV-2023-77923	07/12/2023		08/11/2023	0.00	0.00	1,038.16	USD
Supplier Invoice: SINV-2023-77926	Kitsap Public Health District	Allison Hicks	August 2023-	Allison Hicks	Net 30	SINV-2023-77926	07/24/2023		08/23/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-77931	Kitsap Public Health District	Drayton Jackson	BOH Stipend- May-June 2023	Drayton Jackson	Net 30	SINV-2023-77931	07/24/2023		08/23/2023	0.00	0.00	175.24	USD
Supplier Invoice: SINV-2023-77934	Kitsap Public Health District	Jefferson County	Contract April-May 2023	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2023-77934	07/18/2023		08/17/2023	0.00	0.00	21,604.64	USD
Supplier Invoice: SINV-2023-77941	Kitsap Public Health District	Kitsap County	2nd Qtr 2023	Kitsap County - Remit-To: KC Prosecuting Dept (Hold)	Net 30	SINV-2023-77941	07/25/2023		08/24/2023	0.00	0.00	5,930.70	USD
Supplier Invoice: SINV-2023-77942	Kitsap Public Health District	New West Technologies	Invoice # 17993	New West Technologies	Net 30	SINV-2023-77942	07/24/2023		08/23/2023	0.00	0.00	540.54	USD
Supplier Invoice: SINV-2023-77945	Kitsap Public Health District	ODP Business Solutions, LLC	Invoice # 321006311001	ODP Business Solutions, LLC	Net 30	SINV-2023-77945	07/25/2023		08/24/2023	0.00	0.00	86.13	USD
Supplier Invoice: SINV-2023-77948	Kitsap Public Health District	Sensoscientific Inc	Invoice # 0146036-IN	Sensoscientific Inc	Net 30	SINV-2023-77948	07/01/2023		07/31/2023	0.00	0.00	542.00	USD
Supplier Invoice: SINV-2023-77949	Kitsap Public Health District	Structured	Invoice # 0232410-IN	Structured	Net 30	SINV-2023-77949	07/10/2023		08/09/2023	0.00	0.00	4,896.29	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-77954	Kitsap Public Health District	Taylor Communications Inc	Invoice # 1107862	Taylor Communications Inc	Net 30	SINV-2023-77954	07/20/2023		08/19/2023	0.00	0.00	1,093.86	USD
Supplier Invoice: SINV-2023-77958	Kitsap Public Health District	Taylor Water Technologies, LLC	Invoice # 491243	Taylor Water Technologies, LLC	Net 30	SINV-2023-77958	07/11/2023		08/10/2023	0.00	0.00	298.43	USD
Supplier Invoice: SINV-2023-77961	Kitsap Public Health District	WA State Employment Security	UBI# 601-139-034/ Q2 2023	WA State Employment Security - Remit-To: PO Box 84242	Net 30	SINV-2023-77961	07/24/2023		08/23/2023	0.00	0.00	2,768.00	USD
Supplier Invoice: SINV-2023-77975	Kitsap Public Health District	Washington State Public Health Assoc	Invoice # 6110/ Whares, Erica	Washington State Public Health Assoc	Net 30	SINV-2023-77975	07/14/2023		08/13/2023	0.00	0.00	530.00	USD
Supplier Invoice: SINV-2023-78118	Kitsap Public Health District	Pottery Creek	AUGUST 2023- 2010 SEDGWICK #D209	Pottery Creek	Net 30	SINV-2023-78118	07/26/2023		08/25/2023	0.00	0.00	1,855.00	USD
Supplier Invoice: SINV-2023-78199	Kitsap Public Health District	Quest Diagnostics	Invoice # T1471568	Quest Diagnostics	Net 30	SINV-2023-78199	07/20/2023		08/19/2023	0.00	0.00	125.18	USD
Supplier Invoice: SINV-2023-78458	Kitsap Public Health District	Daniel R. Niblock	August 2023- Herrick, P.	Daniel R. Niblock	Net 30	SINV-2023-78458	07/21/2023		08/20/2023	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2023-78507	Kitsap Public Health District	US Bank National Association	ACCOUNT# 4246-0445-5568-8591 (JULY 2023)	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-78507	07/25/2023		08/24/2023	0.00	0.00	15,455.50	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	08/03/2023 11:29:27 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	



View Settlement Run

Related Business Processes History

Business Process	Status
Payment Message: ID 1934 for Kitsap Public Health District on 08/03/2023	Successfully Completed
Payment Message: ID 1935 for Kitsap Public Health District on 08/03/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/03/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/03/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/03/2023	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 08/03/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 08/03/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
08/03/2023 11:29 AM	08/03/2023 11:29 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002438	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002460
Name Kitsap Public Health District HH
Number STL-00002460
Status Complete
Date 08/10/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 280,548.19
Inbound Total 0.00
Expense Report Count 11
Miscellaneous Payment Request Count 1
Supplier Invoice Count 11

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	08/10/2023	11	2,051.11	USD	Payment Message: ID 1954 for Kitsap Public Health District on 08/10/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	08/10/2023	1	685.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/10/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	08/10/2023	10	276,842.12	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/10/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	08/10/2023	1	969.96	USD	Payment Message: ID 1953 for Kitsap Public Health District on 08/10/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006182	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0006182	08/01/2023	Mileage 071723, RN Renewal	195.71	USD
Expense Report: EXP-0006183	Kitsap Public Health District	Talia Humphrey (434383)	Employee	EXP-0006183	08/01/2023	Mileage 071223	12.58	USD
Expense Report: EXP-0006184	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0006184	08/01/2023	KPHD Logo wear 2023	50.00	USD
Expense Report: EXP-0006185	Kitsap Public Health District	Martha May (434674)	Employee	EXP-0006185	08/01/2023	Mileage 0601-062723	138.73	USD
Expense Report: EXP-0006186	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0006186	08/01/2023	Mileage 0718-072623	91.77	USD
Expense Report: EXP-0006187	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0006187	08/01/2023	Mileage 0530-061523	95.56	USD
Expense Report: EXP-0006201	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0006201	08/02/2023	Mileage 0721-072723	69.43	USD
Expense Report: EXP-0006202	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0006202	08/02/2023	Mileage 0707-072223	129.56	USD
Expense Report: EXP-0006207	Kitsap Public Health District	Sydney Perales (434396)	Employee	EXP-0006207	08/02/2023	Travel/Mileage 0716-072523	571.96	USD
Expense Report: EXP-0006217	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0006217	08/03/2023	Mileage 0629-072723	303.33	USD
Expense Report: EXP-0006218	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0006218	08/03/2023	Mileage 0630-073123	392.48	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11277	Kitsap Public Health District	Tauvela Leota (Inactive)	MPR-11277	Check	POS Customer Refund	08/02/2023	685.00	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-78792	Kitsap Public Health District	Aspen NW Property Management	AUGUST 2023 (SAMS)	Aspen NW Property Management	Net 30	SINV-2023-78792	07/27/2023		08/26/2023	0.00	0.00	500.00	USD
Supplier Invoice: SINV-2023-78796	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 499892	United Business Machines Of Wa	Net 30	SINV-2023-78796	07/27/2023		08/26/2023	0.00	0.00	969.96	USD
Supplier Invoice: SINV-2023-78992	Kitsap Public Health District	Enduris Washington	Invoice # R24-012-1	Enduris Washington	Net 30	SINV-2023-78992	08/02/2023		09/01/2023	0.00	0.00	258,277.00	USD
Supplier Invoice: SINV-2023-78996	Kitsap Public Health District	Granicus	Invoice # 169074	Granicus	Net 30	SINV-2023-78996	07/31/2023		08/30/2023	0.00	0.00	15,235.53	USD
Supplier Invoice: SINV-2023-78999	Kitsap Public Health District	Washington State Public Health Assoc	Invoice # 169074	Washington State Public Health Assoc	Net 30	SINV-2023-78999	08/02/2023		09/01/2023	0.00	0.00	520.00	USD
Supplier Invoice: SINV-2023-79142	Kitsap Public Health District	Blue Sky Printing	Invoice # 14136	Blue Sky Printing	Net 30	SINV-2023-79142	08/01/2023		08/31/2023	0.00	0.00	456.86	USD
Supplier Invoice: SINV-2023-79144	Kitsap Public Health District	Comcast	Invoice # 179264521	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-79144	08/01/2023		08/31/2023	0.00	0.00	516.23	USD
Supplier Invoice: SINV-2023-79146	Kitsap Public Health District	Comcast	Acct# 8498 36 002 1644737 (August 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-79146	08/03/2023		09/02/2023	0.00	0.00	452.32	USD
Supplier Invoice: SINV-2023-79148	Kitsap Public Health District	Telelanguage LLC	Invoice # 0310070723	Telelanguage LLC	Net 30	SINV-2023-79148	08/01/2023		08/31/2023	0.00	0.00	42.30	USD
Supplier Invoice: SINV-2023-79150	Kitsap Public Health District	Staples	Invoice #3541350678	Staples - Remit-To: Staples	Net 30	SINV-2023-79150	08/01/2023		08/31/2023	0.00	0.00	77.53	USD
Supplier Invoice: SINV-2023-79358	Kitsap Public Health District	Wex Bank	Invoice # 91030759	Wex Bank	Net 30	SINV-2023-79358	08/07/2023		09/06/2023	0.00	0.00	764.35	USD



View Settlement Run

Process History
Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	08/10/2023 08:54:01 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1954 for Kitsap Public Health District on 08/10/2023	Successfully Completed
Payment Message: ID 1953 for Kitsap Public Health District on 08/10/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/10/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/10/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 08/10/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
08/10/2023 08:54 AM	08/10/2023 08:54 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002460	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run Number	STL-00002487
Name	Kitsap Public Health Dist.
Number	STL-00002487
Status	Complete
Date	08/17/2023
Include Payments On Behalf Of	No
Exclude Negative Payments	No
Express Settlement	No

Additional Information	
Organization	Kitsap Public Health District
Currency	USD
Filters Used	

Payment Information	
Display Currency	USD
Outbound Total	99,884.57
Inbound Total	0.00
Expense Report Count	14
Supplier Invoice Count	27

Payment Groups									
Payment Groups									
View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	08/17/2023	1	120.19	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/17/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	08/17/2023	13	1,662.13	USD	Payment Message: ID 1974 for Kitsap Public Health District on 08/17/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	08/17/2023	23	94,698.07	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/17/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	08/17/2023	4	3,404.18	USD	Payment Message: ID 1975 for Kitsap Public Health District on 08/17/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006262	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0006262	08/10/2023	Mileage 605-072823	174.23	USD
Expense Report: EXP-0006263	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0006263	08/10/2023	Mileage 0731-080223	41.27	USD
Expense Report: EXP-0006264	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006264	08/10/2023	Mileage 0719-080723	120.19	USD
Expense Report: EXP-0006265	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0006265	08/10/2023	Mileage 072223,Supplies, Rental fees	343.80	USD
Expense Report: EXP-0006267	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006267	08/10/2023	Mileage 0728-080223	26.59	USD
Expense Report: EXP-0006268	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0006268	08/10/2023	Mileage 0705-071323	41.07	USD
Expense Report: EXP-0006269	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0006269	08/10/2023	Mileage 0713-080323	223.42	USD
Expense Report: EXP-0006271	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0006271	08/10/2023	Mileage 0706-072723	113.90	USD
Expense Report: EXP-0006272	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0006272	08/10/2023	Mileage 705-072523	80.17	USD
Expense Report: EXP-0006273	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006273	08/10/2023	Mileage 072423	30.26	USD
Expense Report: EXP-0006274	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0006274	08/10/2023	Mileage 0602-062023	26.86	USD
Expense Report: EXP-0006275	Kitsap Public Health District	Alexandra Tiemeyer (433908)	Employee	EXP-0006275	08/10/2023	Mileage 0711-071423, , Training exps, RN Lic Renewal	269.08	USD
Expense Report: EXP-0006276	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0006276	08/10/2023	Mileage 0718-072623	100.87	USD
Expense Report: EXP-0006277	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0006277	08/10/2023	Mileage 0714-080323	190.61	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-79982	Kitsap Public Health District	A.W. Rehn & Associates, Inc	Invoice # 13240	A.W. Rehn & Associates, Inc	Net 30		SINV-2023-79982	08/01/2023		08/31/2023	0.00	0.00	61.75	USD
Supplier Invoice: SINV-2023-79984	Kitsap Public Health District	Anish Adhikari	Invoice # 4	Anish Adhikari	Net 30		SINV-2023-79984	08/07/2023		09/06/2023	0.00	0.00	1,450.00	USD
Supplier Invoice: SINV-2023-79987	Kitsap Public Health District	City of Bremerton	Invoice# BKAT000774	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30		SINV-2023-79987	08/01/2023		08/31/2023	0.00	0.00	487.83	USD
Supplier Invoice: SINV-2023-79990	Kitsap Public Health District	Bremerton Government Center Association	Invoice # 1071	Bremerton Government Center Association	Net 30		SINV-2023-79990	08/01/2023		08/31/2023	0.00	0.00	34,195.58	USD
Supplier Invoice: SINV-2023-79993	Kitsap Public Health District	Comcast	Account# 8498-36-002-1685177 (August 2023)	Comcast - Remit-To: PO Box 60533	Net 30		SINV-2023-79993	08/01/2023		08/31/2023	0.00	0.00	415.82	USD
Supplier Invoice: SINV-2023-79994	Kitsap Public Health District	Crossroads 360, LLC	Sept 2023 - Heller, R	Crossroads 360, LLC	Net 30		SINV-2023-79994	08/09/2023		09/08/2023	0.00	0.00	882.00	USD
Supplier Invoice: SINV-2023-79997	Kitsap Public Health District	FedEx	Invoice # 8-212-84628	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30		SINV-2023-79997	08/04/2023		09/03/2023	0.00	0.00	16.90	USD
Supplier Invoice: SINV-2023-79998	Kitsap Public Health District	Griffin Glen Apartments LLC	Sept 2023 -Waldron, W.	Griffin Glen Apartments LLC	Net 30		SINV-2023-79998	08/10/2023		09/09/2023	0.00	0.00	1,260.00	USD
Supplier Invoice: SINV-2023-80000	Kitsap Public Health District	The Heights at Sheridan Road	Sept 2023 - Howe, R.	The Heights at Sheridan Road	Net 30		SINV-2023-80000	08/09/2023		09/08/2023	0.00	0.00	661.00	USD
Supplier Invoice: SINV-2023-80003	Kitsap Public Health District	Indigo Apartments	Sept. 2023- Kornegay #205A	Indigo Apartments	Net 30		SINV-2023-80003	08/09/2023		09/08/2023	0.00	0.00	1,100.00	USD
Supplier Invoice: SINV-2023-80006	Kitsap Public Health District	Drayton Jackson	0731-080123 Expenses-BOH member	Drayton Jackson	Net 30		SINV-2023-80006	08/10/2023		09/09/2023	0.00	0.00	438.68	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-80008	Kitsap Public Health District	Kania, Sharon Faye	Sept 2023	Kania, Sharon Faye	Net 30		SINV-2023-80008	08/09/2023		09/08/2023	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2023-80012	Kitsap Public Health District	Lemay Mobile Shredding	Inv# 4806213S185- Late fees	Lemay Mobile Shredding	Net 30		SINV-2023-80012	08/01/2023		08/31/2023	0.00	0.00	52.65	USD
Supplier Invoice: SINV-2023-80016	Kitsap Public Health District	New West Technologies	Invoice 18043-18076	New West Technologies	Net 30		SINV-2023-80016	07/31/2023		08/30/2023	0.00	0.00	1,171.17	USD
Supplier Invoice: SINV-2023-80017	Kitsap Public Health District	Daniel R. Niblock	Sept 2023- Herrick, P.	Daniel R. Niblock	Net 30		SINV-2023-80017	08/09/2023		09/08/2023	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2023-80019	Kitsap Public Health District	Quadient Finance Usa Inc	Acct# 7900-0440-8001-2994-Aug 2023-Postage Refill	Quadient Finance Usa Inc	Net 30		SINV-2023-80019	08/10/2023		09/09/2023	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2023-80020	Kitsap Public Health District	Silverdale Home Associates	Sept 2023- Phillips, H.	Silverdale Home Associates	Net 30		SINV-2023-80020	08/10/2023		09/09/2023	0.00	0.00	1,214.00	USD
Supplier Invoice: SINV-2023-80022	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 500137	United Business Machines Of Wa	Net 30		SINV-2023-80022	08/02/2023		09/01/2023	0.00	0.00	679.33	USD
Supplier Invoice: SINV-2023-80023	Kitsap Public Health District	Uline	Invoice # 166462513	Uline	Net 30		SINV-2023-80023	08/10/2023		09/09/2023	0.00	0.00	207.95	USD
Supplier Invoice: SINV-2023-80024	Kitsap Public Health District	Washington Home Solutions	Sept 2023- Inocente, B	Washington Home Solutions	Net 30		SINV-2023-80024	08/10/2023		09/09/2023	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-80025	Kitsap Public Health District	Wa State Dept Of Enterprise Services	Invoice # 71143108	Wa State Dept Of Enterprise Services - Remit-To: Seattle Po Box 84857	Net 30		SINV-2023-80025	08/01/2023		08/31/2023	0.00	0.00	254.00	USD
Supplier Invoice: SINV-2023-80034	Kitsap Public Health District	RxGuardian	Invoice # 3396	RxGuardian	Net 30		SINV-2023-80034	08/07/2023		09/06/2023	0.00	0.00	2,854.44	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Override Payment Type	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-80041	Kitsap Public Health District	ODP Business Solutions, LLC	Invoice # 325743299001	ODP Business Solutions, LLC	Net 30		SINV-2023-80041	08/03/2023		09/02/2023	0.00	0.00	930.80	USD
Supplier Invoice: SINV-2023-80044	Kitsap Public Health District	VectorUSA	Invoice # 97611	VectorUSA	Net 30		SINV-2023-80044	08/04/2023		09/03/2023	0.00	0.00	5,052.75	USD
Supplier Invoice: SINV-2023-80046	Kitsap Public Health District	Staples	Invoice # 3543465802	Staples - Remit-To: Staples	Net 30		SINV-2023-80046	08/01/2023		08/31/2023	0.00	0.00	282.39	USD
Supplier Invoice: SINV-2023-80203	Kitsap Public Health District	West Hills Chrysler Jeep	2023 Chrysler Pacifica Mini Van	West Hills Chrysler Jeep	Net 30	Check	SINV-2023-80203	08/11/2023		09/10/2023	0.00	0.00	39,052.50	USD
Supplier Invoice: SINV-2023-80260	Kitsap Public Health District	Toyota Financial Services	Acct# 03 0322 CU922 (AUGUST 2023)	Toyota Financial Services	Net 30		SINV-2023-80260	08/11/2023		09/10/2023	0.00	0.00	460.71	USD

Process History
Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	08/17/2023 10:31:43 AM		Junille Schmeling (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1974 for Kitsap Public Health District on 08/17/2023	Successfully Completed
Payment Message: ID 1975 for Kitsap Public Health District on 08/17/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/17/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/17/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 08/17/2023	Successfully Completed
Remittance File: For Quadient Finance Usa Inc on 08/17/2023	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 08/17/2023	Successfully Completed
Remittance File: For Uline on 08/17/2023	Successfully Completed



View Settlement Run

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
08/17/2023 10:31 AM	08/17/2023 10:31 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002487	Completed	00:00:05	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002510
Name Kitsap Public Health District HH
Number STL-00002510
Status Complete
Date 08/24/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 39,164.09
Inbound Total 0.00
Expense Report Count 9
Miscellaneous Payment Request Count 1
Supplier Invoice Count 16

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	08/24/2023	9	1,224.66	USD	Payment Message: ID 1993 for Kitsap Public Health District on 08/24/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	08/24/2023	1	40.99	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/24/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	08/24/2023	11	10,323.39	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/24/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	08/24/2023	3	27,575.05	USD	Payment Message: ID 1992 for Kitsap Public Health District on 08/24/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006307	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0006307	08/16/2023	Mileage 0720-081123	55.74	USD
Expense Report: EXP-0006308	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0006308	08/16/2023	Mileage, Conference 0711-071423. LPN Renewal 070923	448.42	USD
Expense Report: EXP-0006309	Kitsap Public Health District	Melissa Hartman (434642)	Employee	EXP-0006309	08/16/2023	Travel/Meal 072523-meeting	15.72	USD
Expense Report: EXP-0006315	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0006315	08/16/2023	Mileage 0706-072723	174.10	USD
Expense Report: EXP-0006316	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0006316	08/16/2023	Mileage 0801-081523	163.88	USD
Expense Report: EXP-0006317	Kitsap Public Health District	Kelsey Stedman (347366)	Employee	EXP-0006317	08/16/2023	Mileage 072223, RN Lic Renewal	150.19	USD
Expense Report: EXP-0006342	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0006342	08/18/2023	Mileage 0629-071923	75.98	USD
Expense Report: EXP-0006343	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0006343	08/18/2023	Mileage 0606-081123	24.63	USD
Expense Report: EXP-0006350	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0006350	08/21/2023	INSP RENEWAL LIC 2023/2024	116.00	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11628	Kitsap Public Health District	JOSEPH SCHNABLEGGER (Inactive)	MPR-11628	Check	POS Customer Refund	08/18/2023	40.99	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-80753	Kitsap Public Health District	American Public Health Association	Member # 10681049 (11/2023-10/2024)	American Public Health Association	Net 30	SINV-2023-80753	08/11/2023		09/10/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-80759	Kitsap Public Health District	Aspen NW Property Management	SEPTEMBER 2023 (SAMS)	Aspen NW Property Management	Net 30	SINV-2023-80759	08/16/2023		09/15/2023	0.00	0.00	500.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-80762	Kitsap Public Health District	Iron Mountain	INV# 202751155	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-80762	08/16/2023		09/15/2023	0.00	0.00	191.19	USD
Supplier Invoice: SINV-2023-80767	Kitsap Public Health District	Laboratory Corporation of America	Invoice # 77292466	Laboratory Corporation of America	Net 30	SINV-2023-80767	08/01/2023		08/31/2023	0.00	0.00	271.69	USD
Supplier Invoice: SINV-2023-80771	Kitsap Public Health District	Lingo	Bill# 33512393	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2023-80771	08/16/2023		09/15/2023	0.00	0.00	14.26	USD
Supplier Invoice: SINV-2023-80773	Kitsap Public Health District	Quest Diagnostics	Invoice # T 1473680	Quest Diagnostics	Net 30	SINV-2023-80773	08/16/2023		09/15/2023	0.00	0.00	250.36	USD
Supplier Invoice: SINV-2023-80787	Kitsap Public Health District	Stericycle Inc	Invoice # 8004390308	Stericycle Inc - Remit-To: Shred-It C/O Stericycle Inc	Net 30	SINV-2023-80787	08/16/2023		09/15/2023	0.00	0.00	258.25	USD
Supplier Invoice: SINV-2023-80788	Kitsap Public Health District	Stericycle Inc	Invoice # 3006575255/ Account # 6029865	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2023-80788	08/01/2023		08/31/2023	0.00	0.00	414.55	USD
Supplier Invoice: SINV-2023-80792	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	Invoice # 23-03923	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-80792	08/16/2023		09/15/2023	0.00	0.00	1,246.40	USD
Supplier Invoice: SINV-2023-80806	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	July 1 - July 31, 2023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-80806	08/01/2023		08/31/2023	0.00	0.00	7,698.70	USD
Supplier Invoice: SINV-2023-80808	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	23-05895, 23-05896	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-80808	08/07/2023		09/06/2023	0.00	0.00	1,050.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-80836	Kitsap Public Health District	Loomis	Invoice # 13290989	Loomis - Remit-To: Palatine, Il	Net 30	SINV-2023-80836	08/01/2023		08/31/2023	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-80838	Kitsap Public Health District	Verizon Wireless	Invoice # 9941803139	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2023-80838	08/10/2023		09/09/2023	0.00	0.00	5,994.80	USD
Supplier Invoice: SINV-2023-80840	Kitsap Public Health District	Washington State Auditor's Office	Invoice # L156229	Washington State Auditor's Office	Net 30	SINV-2023-80840	08/10/2023		09/09/2023	0.00	0.00	17,165.40	USD
Supplier Invoice: SINV-2023-80842	Kitsap Public Health District	Allison Hicks	September 2023	Allison Hicks	Net 30	SINV-2023-80842	08/16/2023		09/15/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-81012	Kitsap Public Health District	Comcast	ACCOUNT # 8498-36-002-0701975 (AUGUST 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-81012	08/09/2023		09/08/2023	0.00	0.00	260.84	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	08/24/2023 09:14:31 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1992 for Kitsap Public Health District on 08/24/2023	Successfully Completed
Payment Message: ID 1993 for Kitsap Public Health District on 08/24/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/24/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/24/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 08/24/2023	Successfully Completed
Remittance File: For Washington State Auditor's Office on 08/24/2023	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 08/24/2023	Successfully Completed



View Settlement Run

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
08/24/2023 09:14 AM	08/24/2023 09:14 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002510	Completed	00:00:05	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002534
Name Kitsap Public Health District HH
Number STL-00002534
Status Complete
Date 08/31/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 257,265.57
Inbound Total 0.00
Expense Report Count 17
Miscellaneous Payment Request Count 4
Supplier Invoice Count 26

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	08/31/2023	1	145.41	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/31/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	08/31/2023	15	3,155.25	USD	Payment Message: ID 2009 for Kitsap Public Health District on 08/31/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	08/31/2023	4	2,920.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/31/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	08/31/2023	23	250,001.84	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/31/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	08/31/2023	1	1,043.07	USD	Payment Message: ID 2010 for Kitsap Public Health District on 08/31/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006362	Kitsap Public Health District	Zachary Ahlin (434420)	Employee	EXP-0006362	08/22/2023	Mileage 0807-081123	62.23	USD
Expense Report: EXP-0006363	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0006363	08/22/2023	Mileage 0703-072823	282.96	USD
Expense Report: EXP-0006364	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0006364	08/22/2023	Mileage 0807-81123	53.71	USD
Expense Report: EXP-0006365	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006365	08/22/2023	Mileage 0808-081423	145.41	USD
Expense Report: EXP-0006366	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0006366	08/22/2023	Supplies, Fundraiser exp 08/2023	1,598.11	USD
Expense Report: EXP-0006367	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0006367	08/22/2023	Mileage 0804-081423	101.53	USD
Expense Report: EXP-0006368	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0006368	08/22/2023	NEHA Membership 23/24	100.00	USD
Expense Report: EXP-0006369	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0006369	08/22/2023	Mileage 0722-081223	72.97	USD
Expense Report: EXP-0006371	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006371	08/22/2023	Mileage 0807-080923	78.08	USD
Expense Report: EXP-0006372	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0006372	08/22/2023	Mileage 0802-080823	65.24	USD
Expense Report: EXP-0006374	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006374	08/23/2023	Mileage 0807-081523	63.60	USD
Expense Report: EXP-0006375	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0006375	08/23/2023	Mileage 0616-080923	143.71	USD
Expense Report: EXP-0006377	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0006377	08/24/2023	Mileage 0706-072823, WSBRS renew '23/24	349.99	USD



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Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006378	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0006378	08/24/2023	Mileage 0816-081823	96.09	USD
Expense Report: EXP-0006379	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0006379	08/24/2023	Mileage 071823	5.90	USD
Expense Report: EXP-0006380	Kitsap Public Health District	Justin Shoriz (434893)	Employee	EXP-0006380	08/24/2023	Mileage 0720-072223	6.29	USD
Expense Report: EXP-0006381	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0006381	08/24/2023	Mileage 0720-080823, Supplies	74.84	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11637	Kitsap Public Health District	Acme Septic (Inactive)	MPR-11637	Check	POS Customer Refund	08/22/2023	460.00	USD
MPR-11639	Kitsap Public Health District	Steve Kelly (Inactive)	MPR-11639	Check	POS Customer Refund	08/22/2023	710.00	USD
MPR-11644	Kitsap Public Health District	PUNJABI CASCADE, INC. (Inactive)	MPR-11644	Check	POS Customer Refund	08/23/2023	1,350.00	USD
MPR-11645	Kitsap Public Health District	KATIE KULCZYK (Inactive)	MPR-11645	Check	One-Time Payment	08/23/2023	400.00	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-81317	Kitsap Public Health District	Blue Sky Printing	Invoice # 15026	Blue Sky Printing	Net 30	SINV-2023-81317	08/22/2023		09/21/2023	0.00	0.00	84.07	USD
Supplier Invoice: SINV-2023-81319	Kitsap Public Health District	National Environmental Health Assoc	Invoice # 88861-Moore, Alexandra	National Environmental Health Assoc	Net 30	SINV-2023-81319	08/22/2023		09/21/2023	0.00	0.00	420.00	USD
Supplier Invoice: SINV-2023-81322	Kitsap Public Health District	National Environmental Health Assoc	Order # 149156 (Westervelt, Laura)	National Environmental Health Assoc	Net 30	SINV-2023-81322	08/22/2023		09/21/2023	0.00	0.00	420.00	USD
Supplier Invoice: SINV-2023-81471	Kitsap Public Health District	Regents of the University of Colorado	Invoice US253 310 1- SHELBY, EMMY	Regents of the University of Colorado	Net 30	SINV-2023-81471	08/18/2023		09/17/2023	0.00	0.00	770.00	USD
Supplier Invoice: SINV-2023-81474	Kitsap Public Health District	American Family Life Assurance Company	PAYROLL BNFTS- AUGUST 2023	American Family Life Assurance Company	Net 30	SINV-2023-81474	08/24/2023		09/23/2023	0.00	0.00	2,100.75	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-81475	Kitsap Public Health District	WA State Employment Security	PAYROLL BNFTS- AUGUST 2023	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2023-81475	08/24/2023		09/23/2023	0.00	0.00	6,249.55	USD
Supplier Invoice: SINV-2023-81477	Kitsap Public Health District	WA State Employment Security	PAYROLL BNFTS- AUGUST 2023- WA CARES	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2023-81477	08/24/2023		09/23/2023	0.00	0.00	3,121.89	USD
Supplier Invoice: SINV-2023-81479	Kitsap Public Health District	Health Equity	PAYROLL BNFTS- AUGUST 2023	Health Equity	Net 30	SINV-2023-81479	08/24/2023		09/23/2023	0.00	0.00	1,010.00	USD
Supplier Invoice: SINV-2023-81485	Kitsap Public Health District	Hra Veba Trust	PAYROLL BNFTS- AUGUST 2023	Hra Veba Trust	Net 30	SINV-2023-81485	08/24/2023		09/23/2023	0.00	0.00	10,050.32	USD
Supplier Invoice: SINV-2023-81486	Kitsap Public Health District	Optimal Wellness Inc.	INVOICE #1 08/16/23	Optimal Wellness Inc.	Net 30	SINV-2023-81486	08/17/2023		09/16/2023	0.00	0.00	2,750.00	USD
Supplier Invoice: SINV-2023-81491	Kitsap Public Health District	Nationwide Retirement Solutions	PAYROLL BNFTS - AUGUST 2023	Nationwide Retirement Solutions	Net 30	SINV-2023-81491	08/24/2023		09/23/2023	0.00	0.00	6,570.00	USD
Supplier Invoice: SINV-2023-81492	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BNFTS - AUGUST 2023	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-81492	08/24/2023		09/23/2023	0.00	0.00	752.00	USD
Supplier Invoice: SINV-2023-81493	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BNFTS - AUGUST 2023/ DCFSA	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-81493	08/24/2023		09/23/2023	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2023-81494	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BNFTS - AUGUST 2023- Union 17	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-81494	08/24/2023		09/23/2023	0.00	0.00	3,335.65	USD
Supplier Invoice: SINV-2023-81495	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BNFTS - AUGUST 2023	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2023-81495	08/24/2023		09/23/2023	0.00	0.00	28.00	USD



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08/31/2023

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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-81496	Kitsap Public Health District	Voya Institutional Trust Company	PAYROLL BNFTS - AUGUST 2023	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2023-81496	08/24/2023		09/23/2023	0.00	0.00	375.00	USD
Supplier Invoice: SINV-2023-81500	Kitsap Public Health District	WA State Dept of Labor & Industries	PAYROLL BNFTS - AUGUST 2023	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2023-81500	08/24/2023		09/23/2023	0.00	0.00	5,193.10	USD
Supplier Invoice: SINV-2023-81502	Kitsap Public Health District	Wash State Dept Of Retirement	PAYROLL BNFTS - AUGUST 2023	Wash State Dept Of Retirement	Net 30	SINV-2023-81502	08/24/2023		09/23/2023	0.00	0.00	12,248.61	USD
Supplier Invoice: SINV-2023-81505	Kitsap Public Health District	Wa Health Care Authority - Uniform	PAYROLL BNFTS - AUGUST 2023	Wa Health Care Authority - Uniform	Net 30	SINV-2023-81505	08/24/2023		09/23/2023	0.00	0.00	118,762.64	USD
Supplier Invoice: SINV-2023-81506	Kitsap Public Health District	Vimly Benefit Solutions Inc	PAYROLL BNFTS - AUGUST 2023	Vimly Benefit Solutions Inc	Net 30	SINV-2023-81506	08/24/2023		09/23/2023	0.00	0.00	5,435.27	USD
Supplier Invoice: SINV-2023-81508	Kitsap Public Health District	Whit-Delta Dental Of Washington	PAYROLL BNFTS - AUGUST 2023	Whit-Delta Dental Of Washington	Net 30	SINV-2023-81508	08/24/2023		09/23/2023	0.00	0.00	10,312.96	USD
Supplier Invoice: SINV-2023-81512	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice # 31075357	Canon Financial Services, Inc.	Net 30	SINV-2023-81512	08/12/2023		09/11/2023	0.00	0.00	1,043.07	USD
Supplier Invoice: SINV-2023-81587	Kitsap Public Health District	Institute for Healthcare Advancement	Invoice # 0017206	Institute for Healthcare Advancement	Net 30	SINV-2023-81587	08/18/2023		09/17/2023	0.00	0.00	560.00	USD
Supplier Invoice: SINV-2023-81588	Kitsap Public Health District	Johns Hopkins University	Invoice# 1800350405	Johns Hopkins University	Net 30	SINV-2023-81588	08/01/2023		08/31/2023	0.00	0.00	21,634.30	USD
Supplier Invoice: SINV-2023-81590	Kitsap Public Health District	Johns Hopkins University	Invoice # 1800343002	Johns Hopkins University	Net 30	SINV-2023-81590	08/02/2023		09/01/2023	0.00	0.00	36,155.31	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-81592	Kitsap Public Health District	Quadient Leasing USA, Inc	Invoice # N10074588	Quadient Leasing USA, Inc	Net 30	SINV-2023-81592	08/17/2023		09/16/2023	0.00	0.00	1,437.42	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	08/31/2023 09:31:09 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 2010 for Kitsap Public Health District on 08/31/2023	Successfully Completed
Payment Message: ID 2009 for Kitsap Public Health District on 08/31/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 08/31/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 08/31/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 08/31/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 08/31/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
08/31/2023 09:31 AM	08/31/2023 09:31 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002534	Completed	00:00:06	Heather Hunsaker	

TREAS RPT - Detail Cash Report - Cash**9/6/2023**

Treasurer's Detail Report

For 2023 - Aug

Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	3860 - Agency Deposits	JE-00040331 - Kitsap Public Health District - 08/21/2023 - Public Health monthly vital stats transfer	8/21/2023	0.00	29,053.00	-29,053.00
3800:Other Increases in Fu						

-29,053.00

Kitsap Public Health - 08/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abney (4563) Beverly	173.33	5,493.00	436.03	1,424.85	3,743.57
Acosta (278956) Nancy	173.33	9,453.00	757.32	1,796.69	5,817.30
Ader (413193) Sam	173.33	6,109.00	504.99	1,482.69	4,145.17
Ahlin (434420) Zachary	88.00	2,552.00	214.17	654.86	1,989.97
Anderson (419470) Amy	173.33	6,827.00	561.47	1,092.69	4,477.08
Archer (434384) James	173.33	4,311.00	360.00	1,313.86	3,262.87
Armstrong (434291) Jami	173.33	5,978.00	474.46	2,579.13	4,200.44
Atisme-Bevins (433909)	165.33	7,418.04	588.78	2,090.46	5,216.68
Banigan (215189) Leslie	173.33	7,464.00	611.59	1,116.09	5,334.74
Baum (434397) Rudy	173.33	5,541.00	456.03	1,429.35	4,052.11
Bazzell (328436) Richard	173.33	7,464.00	611.59	1,116.09	5,249.93
Bell (419805) Gus	162.91	7,274.33	585.22	1,592.11	4,940.62
Berger (407902) Angeline	173.33	5,866.00	471.08	1,423.46	4,186.26
Bierman (404611) Dana	156.00	8,103.00	661.27	1,322.40	5,991.23
Borja (426250) Windie	173.33	5,986.00	475.21	2,124.30	4,359.73
Boysen-Knapp (2058)	156.00	6,144.00	481.51	1,984.44	4,072.39
Bronder (434436) Christine	173.33	5,026.00	419.18	1,381.00	3,790.38
Brown (271677) Steven	173.33	9,953.00	807.44	1,349.81	6,006.79
Burchett (409212) Brian	173.33	5,818.00	482.08	1,455.37	4,215.23
Burke (434463) Lenore	173.33	4,495.00	374.47	1,331.14	3,209.34
Burton (434296) Callie	173.33	4,559.00	377.31	1,990.31	3,396.64
Byrd (434085) Stephanie	173.33	4,486.00	371.37	1,330.29	3,623.78
Cadorna (434932) Jessi	173.33	3,718.00	306.26	3,045.84	2,409.48
Calderon (434768) Brenda	155.58	3,786.96	318.77	1,264.65	2,890.41
Camarena (434536) Daniel	173.33	5,647.00	455.25	945.48	3,859.66
Chang (411387) Margo	173.33	4,827.00	365.03	2,471.05	3,413.13
Chen (434841) Jessica	173.33	6,467.00	529.61	1,516.31	5,040.66
Ciulla (400655) Laura	0.00	-	-	215.22	-
Collins (434101) Lori	173.33	6,863.00	560.79	1,553.49	4,964.26
Davis (433997) Elizabeth	173.33	8,574.00	698.95	1,714.15	5,960.74
Deseamus (434593) Dara	173.33	4,342.00	362.42	1,316.77	3,232.88
Dowless (340919) Kelly	173.33	7,487.00	604.20	1,612.08	5,146.59
Duren (430735) Ashley	173.83	6,003.87	477.52	1,957.67	4,363.37
Evans (4565) Eric	173.33	10,943.00	865.11	3,045.34	2,591.97
Fergus (434648) Maria	173.33	4,785.00	389.34	864.54	2,968.55
Fine (421693) George	86.67	2,243.00	186.94	1,137.48	1,735.06
Fisk (321284) April	173.33	8,667.00	645.64	2,831.63	5,040.76
Fong (356883) Yolanda	173.33	11,490.00	898.26	2,531.21	6,904.86
Giuntoli (337331) Paul	173.33	7,464.00	608.05	1,609.92	4,571.91
Grellner (1264) Keith	173.33	13,685.00	1,101.06	1,788.16	8,550.04
Gress (421427) Nicole	173.33	5,156.00	409.89	2,046.36	3,777.56
Griego (410072) Yaneisy	156.00	5,298.00	437.06	1,317.15	3,989.96
Guidry (355732) Jessica	173.33	9,453.00	729.01	2,905.43	6,647.95
Hadly (434294) Gabrielle	173.33	9,453.00	768.10	1,796.69	6,431.89
Hampton (434838)	173.33	7,487.00	613.42	1,118.25	5,378.13
Hartman (434642) Melissa	173.33	5,670.00	469.86	1,441.47	4,276.96
Holdcroft (270783) Jodie	28.50	1,227.21	100.89	130.46	1,027.70
Holdcroft (4579) Grant	173.33	9,453.00	738.72	2,449.85	5,417.23
Holt (2726) Karen	173.33	10,422.00	813.53	2,540.84	6,817.19
Howard (434057) Anne	138.67	4,449.00	356.86	1,148.06	3,382.75
Howarth (434500) Rosalie	118.33	3,782.65	302.94	1,765.92	2,732.42
Hughes (434256) Jakob	173.33	5,541.00	456.75	1,429.35	4,093.93
Humphrey (434383) Talia	71.36	2,117.25	166.58	-	1,830.68
Hunter (409213) Kari	173.33	9,453.00	768.10	1,449.16	6,118.05
Inga Dominguez (434769)	173.33	4,219.00	354.96	1,305.22	3,174.00
Inouye (434255) Wendy	173.33	8,667.00	695.05	1,722.89	5,892.53
Jenkins (434053) Andrea	173.33	4,495.00	378.00	837.31	3,398.47
Johanson (400651) Krista	173.33	4,982.00	409.66	1,445.18	3,694.95
Jones (358933) Kimberly	173.33	9,853.00	783.11	2,942.99	6,643.81
Jury (434709) Thomas	173.33	5,277.00	408.52	2,513.31	4,018.73
Katula (393427) Dayna	173.33	8,574.00	692.03	1,765.65	5,225.99
Kench (245476) Donald	173.33	4,393.00	578.70	1,974.72	2,712.24
Kiess (250913) John	173.33	11,490.00	900.10	3,038.32	8,704.86
Kindschy (421430) Brandon	173.33	6,109.00	473.98	2,591.43	4,286.59
Kinnear (434099) Sarah	173.33	5,897.00	474.09	2,115.94	4,508.21

Kitsap Public Health - 08/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Knoop (16125) Melina	173.33	7,464.00	600.80	1,609.92	5,065.48
Kruse (243184) Charles	173.33	7,566.00	599.51	2,272.66	4,894.64
Kushner (327580) Siri	173.33	11,490.00	868.18	3,096.71	6,970.86
Laird (416539) Melissa	173.33	10,422.00	838.58	1,393.85	6,535.47
Lawver (434888) Albert	173.33	5,818.00	482.08	1,455.37	4,316.15
Lytle (285038) Ross	173.33	7,464.00	608.05	1,609.92	5,011.21
Madden (434318) Shannon	176.22	4,569.94	383.89	844.35	3,332.97
May (434674) Martha	173.33	4,606.00	386.34	1,341.56	3,288.30
Mazur (388104) Karina	173.33	8,700.00	705.31	1,725.98	5,693.48
McMillan (434052) Michelle	173.33	5,737.00	472.17	1,447.76	4,118.15
Moen (279971) Anne	173.33	6,827.00	537.44	2,051.78	4,687.91
Moontree (406607) Kaela	173.33	5,561.00	452.15	1,431.23	3,907.28
Moore (421227) Megan	66.03	2,600.92	204.62	-	2,306.64
Moore (434254) Alexandra	173.33	5,277.00	423.47	1,404.57	3,810.56
Morris (312378) Dawn	173.33	7,054.00	579.33	1,077.60	4,954.51
Morris (434567) Amanda	173.33	4,495.00	372.10	1,832.81	3,549.78
Morrow (433895) Nathan	173.33	16,876.00	1,350.15	2,457.30	8,534.49
Nguyen (295033) Loan	173.33	5,493.00	434.40	2,533.59	3,957.21
Nickerson (434837)	166.33	4,609.96	387.05	1,341.93	3,367.08
Nielson (434638) Brian	173.33	5,897.00	488.32	1,115.25	4,295.46
Noble (3128) Gregoria	173.33	5,541.00	460.32	520.30	4,072.90
North (22459) Edwin	173.33	10,422.00	826.41	2,389.35	550.94
O'Brien (433907) Melissa	173.33	4,787.00	400.98	901.13	3,779.69
Onarheim (426938) Carin	173.33	5,446.00	444.91	1,014.51	3,852.42
Pandino (419118) Linda	173.33	4,982.00	412.77	1,376.86	3,745.37
Perales (434396) Sydney	173.33	5,400.00	448.60	1,416.11	4,148.88
Perry (306605) Rachel	173.33	5,019.00	418.83	1,380.34	3,652.83
Petersen (434695) Kayla	173.33	4,342.00	362.43	1,316.77	3,261.97
Phelps (434295) Tameka	173.33	6,236.00	500.74	2,147.78	4,468.02
Plemmons (433994)	56.50	3,087.73	251.53	-	2,246.26
Power (434293) Allison	173.33	7,487.00	613.41	1,612.08	5,262.36
Quist-Therson (419860) Nii	178.83	8,937.99	689.54	2,857.07	6,585.91
Rork (404613) Ian	173.33	6,614.00	544.72	1,036.28	4,822.34
Shelby (434658) Emmy	156.00	6,605.00	543.40	1,028.20	5,435.87
Sherman (434949) Linnea	173.33	4,495.00	378.00	452.53	3,608.60
Shoriz (434893) Justin	166.33	4,725.13	396.12	2,225.56	3,577.86
Shuhler (425553) Yana	173.33	4,466.00	373.14	1,379.91	3,243.48
Simmons (434365) Nolan	173.33	5,277.00	439.53	947.15	4,002.53
Smith (361388) Terri	173.33	8,341.00	677.07	1,692.27	5,780.51
Sooter (427776) Thaddeus	173.33	8,667.00	663.33	2,831.63	6,051.99
Stedman (347366) Kelsey	173.33	9,653.00	780.28	1,815.47	6,338.58
Stewart (423168) Tobbi	173.33	6,109.00	483.53	1,482.69	4,286.70
Tiemeyer (433908)	173.33	7,580.00	597.74	2,729.56	5,263.93
Tjemsland (433192)	173.33	7,130.00	584.93	1,578.56	4,969.08
Tonti (434149) Mindy	173.33	4,575.00	327.29	1,772.00	3,014.74
Turner (1682) Denise	173.33	5,493.00	424.51	2,078.01	3,302.79
Van Ort (392243) Susan	173.33	7,464.00	608.05	1,609.92	5,095.46
Wagner (426251) Mary	121.34	3,013.00	239.65	898.34	2,152.38
Warren (434273) Lisa	173.33	7,580.00	617.18	1,620.82	5,526.42
Wellborn (14545) Brian	130.00	3,295.00	444.33	995.00	1,900.75
Wendt (397255) Jan	173.33	7,580.00	614.34	2,273.98	5,614.66
Westervelt (434382) Laura	173.33	6,109.00	463.99	2,591.43	4,277.58
White (434641) Erica	173.33	5,897.00	488.30	968.95	4,598.82
Whitford (434292) Tiffany	173.33	4,099.00	346.83	800.12	3,003.18
Wickhamshire (434070)	86.67	2,136.00	181.24	1,099.25	1,700.46
Wimpenny (434923) Jacob	173.33	6,735.00	554.24	3,329.13	4,922.62
Winchester (431493)	173.33	5,277.00	420.51	1,906.24	3,825.59
Wyatt (434415) Janet	135.75	5,936.63	467.63	2,068.16	4,014.82
	20,012.16	781,298.61	63,399.97	200,781.93	531,666.28

TREAS RPT - Detail Cash Report - Cash**9/6/2023**

Treasurer's Detail Report

For 2023 - Aug

Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Operational Journal: Kitsap Public Health District - 08/31/2023	8/31/2023	0.00	204,849.38	-204,849.38

2317:Payroll Tax Payable

-204,849.38

TREAS RPT - Detail Cash Report - Cash**9/6/2023**

Treasurer's Detail Report

For 2023 - Aug

Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Operational Journal: Kitsap Public Health District - 08/10/2023	8/10/2023	0.00	122,878.09	-122,878.09

2315:Employee Benefits Payable

-122,878.09